

9 Feb 78

STAT Briefing of [] SA/DSG/OCR

STAT At the request of the C/DSG, [] and I briefed
STAT [] SA/DSG. She has been tasked with coordinating
OCR requirements for notification when RRB changes the
classification of documents.

STAT I gave [] a run down on the EO requirements, some of the
problems we have encountered, and an expression of our concern
over providing notification to OCR. The following was discussed.

STAT [] said that an on-line system was two years away.
The software is ready for a batch system.

STAT A copy of the Form 4023A was given to []
explained what it contains.

STAT Pending an on-line system OCR can be given a print out of
RRB actions. [] asked that they be cumulative and that
series (defined as component) be grouped together. This would
facilitate OCR look up, since they do not intend to flag
materials.

Some discussion on document number to be used by RRB and
we explained we must stay with the original, unique document
number and not use, for example, the 25-digit number, because
all copies will not contain the latter.

STAT Print-outs can be supplied as often as they wish.
[] will consult with ADSTAR designers to see how
our information can be used in that system.

She will check on whether they want tape or print out,
and whether intellofax cards show the original document number.

We discussed information OCR will need, such as document type and number, and the format they will need.

We discussed dates. I told her that materials received thus far are not grouped by any particular dates. One box of OCR materials had a date span of 22 years.

However, we have almost no experience factor to go on and have thus far reviewed only a very small part of materials and that from a limited number of offices. We have almost nothing thus far on which to base reasonable estimates.

I am thinking of setting a 19⁵~~A~~8 cut off date for the review of materials in the boxes, and perhaps flagging the box so that Archives people know it has to be reviewed again.

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STAT [] will send [] a print out listing information to be in our system and explaining the fields.

STAT I invited [] to give me a call when anything comes up that she wnts to discuss or needs interpretation.